

City of Chattanooga, TN
Personnel Class Specification

Class Code 0504

FLSA: Exempt

CLASSIFICATION TITLE: ENGINEERING PROJECT MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform administrative and technical tasks at the managerial level overseeing and managing capital projects from conceptual stage, design and construction to completion, including all project activities associated with the projects within budget and schedule.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages and coordinates all activities involved in the design and construction of Capital Projects for the City; investigates project locations; defines boundaries of work for surveyors; conducts public meetings regarding projects; prepares and maintains City design standards; produces easement and right-of-way documents; reviews City Standard Drawings, Contract Specifications, AASHTO Geometric Roadway Designs, Chattanooga Stormwater BMP, OSHA Standards, CRSI Handbook, City ordinances and resolutions, subdivision regulations, maps, ASTM, ADA, TDOT standards, ACI, TN State Sewer Standards and related documents to ensure compliance and verify information that may effect the construction process.

Manages assigned staff members in performing departmental tasks; instructs, assigns and reviews work; maintains standards through the effective coordination of activities; conducts performance evaluations; allocates personnel; acts on employee problems; provides recommendations regarding new hires and disciplinary action.

Participates in the design and bid process involved in construction projects for the City; oversees the design process; creates conceptual designs; checks consultants and in-house designs; designs final plans using CAD technology; prepares specification requirements; assembles bid documents; conducts the pre-bid meeting; opens bids and compares information; participates in final selection; coordinates design with utility company; conducts constructability reviews.

Oversees the pre-construction and post-construction process and related activities; conducts pre-construction meetings; attends construction progress meetings; conducts final walk-through before closing projects; creates "punch list" of things to be rectified prior to closing; approves progress and final payments.

Reviews, considers, investigates and resolves issues involved in the construction process; interprets designs for contractors and inspectors; investigates sanitary and storm sewers.

Performs calculations and estimates required during the construction process; estimates material quantities needed during construction; performs geotech soil, hydraulic, structural, and roadway design and calculations.

Assists with other technical tasks involved in the construction process; creates erosion control plans; assists with bridge inspections; processes change orders.

Performs tasks to assist in the daily operations of the department; provides computer instruction; provides technical support to City-Wide services; interacts with the public and establishes positive public relations.

Operates a computer, programmable calculator, plotter, fax machine, copier, printer, telephone equipment, two-way radio, palm pilot, measuring tools, pelimeter, drafting instruments, manhole puller, and related equipment as well as a motor vehicle; utilizes word processing, spreadsheet, AutoCAD, and related software programs to complete tasks.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Civil Engineering; supplemented by six years experience in managing capital projects, designing, field supervision, and construction management; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and/or rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Most essential functions are performed without exposure to adverse environmental conditions. Site inspections may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, electricity, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, and rude or irate customers.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Last Edited: June 2003